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ABSTRACT

The course outline has been developed to assist instructors to plan for and teach a 9-week course in operating the sorter and in advanced keypunch techniques, preparing the student to perform as a keypunch operator trainee or sorter operator trainee. The first week of the course provides a short review of key punching principles. In the following weeks the student learns to operate the sorter in all modes, including alpha sorting, numeric sorting, block, selection, etc. The student also operates the keypunches with more advanced material under job conditions. Using the basic sorter text, the students first learn to operate the sorter and answer assignment sheets. They then are given projects to keypunch and sort in a simulation of actual working conditions. (Author/AJ)

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AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM

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Course Outline
DATA PROCESSING TECHNOLOGY - 8025
(Sorter and Advanced Keypunch - Basic)

Department 73 - Quin 8025.12
8120.02 (old)

DADE COUNTY PUBLIC SCHOOLS
DIVISION OF INSTRUCTION • 1973

ED 095377

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1450 NORTHEAST SECOND AVENUE

MIAMI, FLORIDA 33132

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county office of

VOCATIONAL AND ADULT EDUCATION

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Dade County Public Schools
Miami, Florida 33132

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Course Description

8025	73	8025.12	Sorter and Advanced Keypunch - Basic
State Category Number	County Dept. Number	County Course Number	Course Title

Keypunching principles are reviewed. The student then learns to operate the sorter in all modes of operation including alpha sorting, numeric sorting, block sorting, selection and other sorting techniques. The student also masters the key punches with more advanced material under job conditions.

Clock Hours: 45

PREFACE

The following introductory quinmester course is designed for the 10th, 11th, or 12th grade student. Subjects covered in this quinmester are the sorter and advanced keypunch.

The first week of the course provides a short review of key punching principles. The following eight weeks the student will learn to operate the sorter in all modes of operation including alpha sorting, numeric sorting, block, selection, etc. The student will also operate the keypunches with more advanced material under job conditions.

Using the basic sorter text, the students will first learn to operate the sorter and answer assignment sheets. They will then be given projects to keypunch and sort, as specified by the teacher, to simulate actual working conditions.

In presenting the material outlined in this course, the instructor uses lectures, presentations, student participation, demonstration and student projects as methods of instruction. After instruction and practice on the operation that has been studied, evaluation of the student's skill and understanding is made.

This course prepares the student to do one of the following:

a. Keypunch operator trainee

b. Sorter operator trainee

The students meet one hour per day for 45 clock hours. The outline lists the information which the student must learn. It is made up of five blocks of instruction which are subdivided into several units each.

This outline was developed through the cooperative efforts of the instructional and supervisory personnel, the Quinmester Advisory Commitee, and the Vocational Curriculum Materials Service, and has been approved by the Dade County Vocational Curriculum Committee.

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with Suggested Hourly Breakdown

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Keypunch	1
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GOALS

The student must be able to demonstrate:

1. Ability to handle cards correctly.
2. Ability to operate the sorter correctly.
3. Understanding of accuracy in card sorting.

SPECIFIC BLOCK OBJECTIVES

BLOCK I - ORIENTATION

The student must be able to:

1. State what will be expected of him as a student sorter/keypunch operator.
2. Demonstrate an understanding of the proper use of equipment and materials.

BLOCK II - KEYPUNCHING PRINCIPLES, REVIEW OF

The student must be able to:

1. Explain operation of the keypunch.
2. Explain operation of the verifier.

BLOCK III - SORTER

The student must be able to:

1. Describe operating features of the sorter.
2. Explain machine functions of the sorter.
3. Demonstrate operating procedures of the sorter.
4. State operating suggestions.

BLOCK IV - ADVANCED KEYPUNCH

The student must be able to:

1. Punch data cards accurately for several business applications.
2. Punch cards accurately for programs in several computer languages.

BLOCK V - QUINMESTER POST-TEST

The student must be able to:

1. Satisfactorily complete the quinmester post-test.

Course Outline

DATA PROCESSING TECHNOLOGY - 8025
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Department 73 - Quin 8025.12
8120.02 (old)

I. ORIENTATION

A. Familiarizing the Student with School Regulations and Course Objectives
   1. School policy rules and facilities of school
   2. Objectives and requirements of course
   3. Methods and techniques of presenting instruction

B. Regulation in the Use of Equipment and Materials
   1. Safety practices in the use of equipment
   2. Care of equipment and materials
   3. Classroom procedures and cleanliness of work area

II. KEYPUNCHING PRINCIPLES, REVIEW OF

A. Keypunch
   1. Operating features
   2. Operating procedures
   3. Operating suggestions
   4. Special features

B. Verifier
   1. Operating features
   2. Operating procedures
   3. Operating suggestions
   4. Special features

III. SORTER

A. Operating Features
   1. Description, location, and operation
      a. Machine controls
         (1) Main-line switch
         (2) START key
         (3) STOP key
      b. Sort brush and selection handle
      c. Selection switches
      d. Alphabetic sorting switch
      e. Pockets and pocket stops
      f. Hand feed wheel
      g. Card counter
   2. Advantages
   3. Limitations
   4. Theory of operating sorter

B. Machine Functions
   1. Description
      a. Numerical sorting
         (1) One field
         (2) Multiple fields
      b. Block sorting
      c. Alphabetic sorting
      d. Selecting by
         (1) Single columns
         (2) Sorting
         (3) Rejection
      e. Sequencing
         (1) Ascending order
         (2) Descending order
      f. Grouping
      g. Control sorting
         (1) Minor field
         (2) Intermediate field
         (3) Major field
   2. Purposes
   3. Advantages
   4. Limitations
   5. Applications

C. Operating Procedures
   1. Turning on main-line switch
   2. Clearing machine by holding START key
   3. Checking all selection switches
   4. Determining exact sequence to be followed
   5. Setting sort brush on column to be sorted
   6. Joggling handful of cards for perfect alignment
   7. Placing cards in feed hopper, face down, 9-edge toward throat
   8. Placing pressure plate on top of cards
   9. Removing cards from machine pockets from right to left
   10. Checking pockets to see if full when feeding stops
   11. Placing cards in proper rack
   12. Moving sort brush to next column and repeating procedure
   13. Turning off main-line switch when finished
   14. Filing cards according to instructions

D. Operating Suggestions and Precautions
   1. Handling cards
   2. Retaining previous sequence
   3. Eliminating card jams
   4. Timing the brush
   5. Checking and stacking cards
      a. Sight checking
      b. Using sorting needle to locate missorted cards
      c. Stacking cards temporarily face down
   6. Repunching card when damaged in sorting

IV. ADVANCED KEYPUNCH

A. Business Applications
   1. Inventory
   2. Payroll
   3. Invoicing

B. Data Processing Applications
   1. BAL coding
   2. RPG coding
   3. COBOL coding

V. QUINMESTER POST-TEST

BIBLIOGRAPHY
(Sorter and Advanced Keypunch - Basic)

Basic Reference:

1. IBM Reference Manual - IBM 82, 83, 84 Sorters. Form GA24-1034-3. White Plains, New York: International Business Machine Corporation, 1969. Pp. 35.

A P P E N D I X

Quinmester Post-Test Sample

Quinmester Post-Test

In order to complete the sorter and advanced key punch course satisfactorily, the student must be able to identify the controls and features of the card sorter. He must demonstrate card-handling ability and show how to clear a card jam and time the brush. The student must be able to sort numerically on several fields, block sort, and alphabetically sort. The ability to punch a large volume of cards accurately must be shown by the advanced key punch student.